

FMCSA Field Systems CD Release

May 21, 2001

Enclosed is the latest Field Systems CD containing all field systems software including:

Roadside Systems	Software Version	Investigative Systems	Software Version	Other Software	Software Version
ASPEN	2.1	CAPRI	4.3	Blizzard	2.1
		_			
ISS	2.1	UFA	2.2	VUU	2.0
PIQ	2.1	CaseRite III	2.0	PDF Reader	5.0
CDLIS Access	3.0	CDLIS Access	3.0		
		ProVu	2.0		
		HMPIP	1.0.6		
Data Refresh					
ISS Data	3/2001	ISS install			
		Includes data			

There are changes in most all of these programs and they should be installed as soon as possible. In particular CDLIS Access is a complete recoding. CAPRI, UFA, and CaseRite III all encapsulate significant policy changes. CaseRite III also adds major new functionality as requested by users. The Roadside systems software include several code changes to improve communications with SAFER and allow weekly refresh of the ISS dataset. Also included on this CD is the new ISS data for all active carriers based on the March 2001 SafeStat run.

ASPEN v2.1 Driver/Vehicle Inspection system

ASPEN uses the SAFETYNET-2000 data structure and communication strategy. It is not possible to upload data from ASPEN v2 into the older SAFETYNET-10, so States should plan on installing SAFETYNET-2000 prior to converting to the new ASPEN. While ASPEN v2 uses the same "tabbed notebook" strategy from its predecessor, the "pencentric" pop-up entry forms have been removed and the software optimized for keyboard equipped computer use. Training needed to convert existing users to the new system should be minimal. ASPEN v2 contains many requested feature enhancements for investigator ease-of-use. The brake data collection strategy, for example, is all new technology. ASPEN v2 also supports barcode entry of Commercial Driver License and vehicle registration data to auto-populate various driver and vehicle

data fields. Note that State barcodes must meet the enhanced AAMVA standard for 2-D (PDF-417) bar coding. Enabling the barcode feature in ASPEN only requires plugging in an appropriate serial port 2-D barcode reader, going to ASPEN's manager configuration, user options group, and marking the "enable barcode data import" check box.

Inspection Selection System (ISS) v2.1

ISS is matched to ASPEN in terms of look and feel and is very efficient for locating motor carriers by name or DOT/MC/MX #. ISS contains a current snapshot of critical carrier data for 673,656 active motor carriers and HM Shippers. Included is the "Inspection Value", the SafeStat scores, various fleet statistics, a comparison of various violation categories for the selected carrier verses the National violation rates, insurance status details, carrier terminal addresses, dba names, and of course the carrier name and address. ISS can be run as a stand alone or linked into ASPEN to transfer carrier name and address into the current inspection report. This release of ISS v2 contains active SAFER links to obtain online refresh of individual carrier data and weekly refresh of the carrier database by SAFER's free subscription service.

Totally updated ISS Motor Carrier Snapshot data

Motor Carrier Snapshot data is included on this CD and is installed when you install ISS. This dataset requires 230 MB of hard disk space and totally replaces the older ISS carrier data. It was compiled from the most recent SafeStat computer run in March 2001.

Past Inspection Query (PIQ) v2,1

PIQ works with SAFER to allow inspectors to electronically obtain copies of all inspections conducted on that vehicle within the last 60 days regardless of the State doing the inspection. An inspection summary table as well as full facsimiles of past inspections can be viewed and printed. PIQ v2 can be run alone or launched from within ASPEN v2. Also note that PIQ can also display inspections prepared with ASPEN v1.x.

BLIZZARD v2.1

BLIZZARD is the communications router for transferring inspection data in and out of SAFER and the local State and Federal SAFETYNET systems. Blizzard v2 is already in wide use because it is fully functional with SAFETYNET-10 and can translate ASPEN v1.x inspection data into SAFETYNET-2000 format. Note that Blizzard is considered an office system and is not on the Roadside systems install group.

Hazardous Materials Package Inspection Program (HMPIP 1.0.6)

HMPIP is mostly used for package inspections on docks. It is unchanged from the last version and is only on this CD as a convenience for those who have never installed it. The program has some quirks and is scheduled for replacement later this year by an "all new" FST version with wider application. Delete any previous version prior to installing it from this CD.

CAPRI v4.3

CAPRI is used to conduct and prepare Compliance Reviews. CAPRI contains extensive worksheets for analyzing various aspects of motor carrier compliance. This version incorporates a number of policy changes and should be installed as soon as possible.

Uniform Fine Assessment (UFA), v2.2

UFA is used to determine the appropriate fine to be assessed from a motor carrier investigation. UFA obtains violation data from CAPRI and weighs all the regulatory factors including basic carrier statistics to determine the fine amount. This program ensures fine uniformity across the country. As with CAPRI, this version incorporates a number of critical policy changes.

CaseRite III, v2.0

CaseRite III automates a good deal of the enforcement case preparation process and allows creation of final case reports very quickly with input from CAPRI, ASPEN and UFA. This version brings CaseRite III up to "industrial strength" with addition of most all user requested enhancements. Immediate installation of CaseRite III is needed because it incorporates new policy changes involving the Notice of Claim (NOC).

CDLIS Access v3.0

CDLIS is an all-new 32-bit program that allows users to link to CDLIS and obtain driver CDL status and conviction histories. We suggest uninstalling the older CDLIS Access program prior to installing version 3.0.

ProVu v2.0

ProVu is a reader for Motor Carrier Safety Profiles that allows extensive user analysis of the vehicle, driver, inspection, crash, enforcement, and review data contained on the profile document. IMPORTANT NOTICE: This version allows driver searches based on the new designation of MCMIS as a "System of Records" for purposes of the Privacy Act. However, this new designation does not go into effect until May 23rd so <u>users are</u> warned that they may not legally sort on drivers until May 23rd.

VUU v2.0

VUU is a management tool used only by state managers to create custom State violation tables for CAPRI.

Adobe Acrobat PDF Reader 5.0

Reader 5.0 is the latest Acrobat reader release from Adobe. FMCSA is upgrading all PDF files to function with this reader in order to enhance data access by disabled users. This install will not overwrite previously installed earlier versions of the Reader. You may want to delete earlier readers prior to installing the new one.

OTHER NEWS & ISSUES:

New Website URL for Information Systems

New URL is now active. The website has been renamed and will steadily be expanded to cover all FMCSA Information Systems technical issues. The new URL is: http://infosys.fmcsa.dot.gov.

Technical Support

Technical support assistance can be obtained from the FMCSA Technical Support Center at 617 374-5090 and from the technical support website at:

http://fmcsa-ts.dot.gov. Note that a SAFER password is required to use this site.

Technical descriptions and other documentation on all systems is available from the Field Systems Website and documentation is also included on the CD.

INSTALLATION

Installation for all Field Systems software is done through a central menu on the CD that is triggered by running "setup.exe". If AUTO-RUN is enabled on your system, this menu will come up when inserting the CD. Otherwise use RUN on the Windows Start menu and browse until you find setup.exe on the root of the CD. The central menu allows installing all programs used by typical roadside inspectors or typical safety investigators. Certain office software is found in an install category called OTHER.

The central menu actually launches individual installers for each program. These installers will determine if there is adequate hard disk space and whether a full install or just an update is needed. After all installations are complete, please reboot the computer to properly enable all systems.

User data that currently exists will be protected with the following exceptions:

- Installing CaseRite III, version 2.0, will overwrite any existing cases contained in CaseRite III, version 1.0. Therefore, any cases contained in a currently installed version should be exported to an export file prior to installing CaseRite III, version 2.0 (see CaseRite Appendix).
- <u>ProVu v2.0</u> will overwrite existing data, however, the actual text version of carrier profiles will not be removed and can be re-imported later with the new version.
- ISS v2 will replace all motor carrier data with the latest database.
- <u>HMPIP</u> installation requires that all evidence of any previous HMPIP be removed from the target computer prior to install. The Central install will not install HMPIP unless you specifically mark it for installation.

WINDOWS ISSUES

All Field Systems programs will run in Windows2000 (5.0 SvcPk1), NT4 (SvcPk5), Windows98 (4.10), and Windows95 (4.0) where the user is set as "Administrative" type.

Windows95 and Windows98 default to "Administrative user type". NT and Win2000 machines, however, can be set to other user types that do not have administrative permissions. Future release of Field Systems software will define a lower level user as the default standard and test against that level. At present, however, we can not advise at what user level these programs might stop functioning because of withdrawn permissions, e.g. can't write to disk.

APPENDIX

A – Roadside Systems

B – CaseRite III

C - CAPRI v4.3

D – UFA v2.2

E – ProVu v2.0

F – CDLIS Access 3.0

G – Other Software

H – Converting ASPEN v1.5x to work with the new SAFER system server.

Mike Blevins, FMCSA

Appendix A

Roadside Systems New Features & Changes

ASPEN v2.1

- Corrected the installation process to properly install in a Windows 2000 environment without disabling the glide pad mouse drivers.
- Corrected the installation process to allow non-administrative right users to execute and use ASPEN to perform inspections.
- Changed the "OOS" violation column on the violation tab from a checkbox to display a "Y" or "N" value.
- Corrected the 396.3A1BA delete problem. Now 396.3A1BA violations that were placed OOS can be deleted and re-entered without receiving an error message.
- Updated the transfer.dll file to increase SAFER communication reliability, while also fixing a memory leak.

PIQ v2.1

- Corrected the installation process to properly install in a Windows 2000 environment without disabling the glide pad mouse drivers.
- Corrected the installation process to allow non-administrative right users to execute and use Blizzard.
- Updated the transfer.dll file to increase SAFER communication reliability while also fixing a memory leak.

ISS v2.1

- Corrected the installation process to properly install in a Windows 2000 environment without disabling the glide pad mouse drivers.
- Corrected the installation process to allow non-administrative right users to execute and use ASPEN to perform inspections.
- Updated the transfer.dll file to increase SAFER communication reliability while also fixing a memory leak.
- Enabled the subscription refresh to allow weekly ISS data refreshes from SAFER. All SAFER connectivity features are now operational.

Appendix B

CaseRite III v2.0 New Features & Changes

Enhancements and changes made to the CaseRite III software from version 1.0 to version 2.0 include the following:

- UFA report included with CaseRite III files The UFA report generated for a specific case can be viewed through CaseRite III and is included with all other case documents when the case is exported. This will allow reviewing officials to view the UFA report, together with the CR summary and other case documents. Note: use of this feature requires UFA 2.2 to be installed.
- Secondary violation section numbers allows user to add secondary violation section numbers
- Editing violation section numbers Allows the user to edit CFR section numbers for both primary and secondary violations.
- **Updates NOC language** The language in the NOC has been updated to include references to the provisions of 49 CFR §§ 386.83 and 386.84 and DOT's "Do-it-Yourself" website.
- Compatible with Aspen 2 Data from Aspen 2 can be imported into CaseRite III.
- Includes additional abatement and charge introduction templates several new charge introduction templates and abatement clauses have been added.
- Provides the option of configuring the NOC to have payment sent directly
 to the Atlanta lockbox depending on the policy established by the individual
 Service Center, the NOC can be configured to read that the payment of the civil
 penalty should be mailed directly to the Atlanta lockbox.

CaseRite Installation Notes:

Installing CaseRite III version 2.0 will overwrite any existing cases contained in CaseRite III version 1.0. Therefore, any cases contained in a currently installed version of CaseRite III version 1.0 should be exported to an export file prior to installing CaseRite III version 2.0. After CaseRite III version 2.0 is installed these cases can then be imported into the updated version of CaseRite III.

Appendix C

CAPRI Version 4.3 New Features & Changes

The following is a list of significant enhancements and changes made to the CAPRI software for version 4.3.

- Exporting terminal reviews Terminal reviews and reviews for carriers with USDOT numbers beginning with "999" can now be exported for SAFETYNET 2000.
- **Violation cites updated** The CAPRI violations have been significantly updated. The hazardous material cites were reviewed and modified by the FMCSA HM TAG. The safety regulation related cites were updated, including the addition of section numbers 390.19(a)(1), 390.19(a)(2), and 390.21(b).
- Part B rating text updated The FMCSA attorneys have updated the rating text printed at the end of the Part B report.
- Maximum length for violations and recommendations To ensure compatibility with SAFETYNET 2000, CAPRI will limit violation descriptions, violation examples, and recommendations to 2000 characters. Existing custom violations and recommendations that exceed 2000 characters will automatically be truncated the next time they are displayed. The truncated text can be edited and then saved as a new Custom violation/recommendation.
- Notice of consequences report removed This report is no longer required and has been removed from the reports menu.
- Maximum number of reviews A warning message will alert users when they
 have more than 20 reviews and/or assignments in the software. If this message
 is displayed, users should backup old reviews and then delete them from CAPRI.
 This will improve the functioning of the software.
- Carrier Profile CAPRI will view profiles from SAFETYNET 10 and 2000, as well as from the website www.SaferSys.org. Profiles will no longer be renamed when they are imported into CAPRI with an assignment. When a user views a profile in CAPRI, the profile will be renamed "<8-digit USDOT#>_<Date in mm-dd-yyyy format>.pro". The date will be the date that is shown at the top of the profile. This naming convention is the same as the one used by ProVu. Any file

with this type of name will be deleted when the related review is deleted. If a user imports profiles and never uses them in CAPRI, they will not be automatically deleted. If ProVu is configured to import profiles from C:\CAPRI\Profiles, importing the profile into ProVu and then deleting it from ProVu will also delete it from CAPRI.

- Automated data backup -- Each time CAPRI is closed, a compressed file will be created that contains a copy of all CAPRI data files. Up to nine copies of the data will be maintained at any one time. This feature will assist the technical support hotline in restoring data lost due to file corruption that occurs when the laptop is shutoff while CAPRI is running. The name of the backup files will be DataBak0.zip through DataBak9.zip.
- Part A, Limo only reviews If a CR has Limos as the only power units, it will be listed as a problem in "List Missing Data". Part A will also be marked incomplete until the review type is changed to Non-Ratable.
- CTFR Part A Report This report was modified as follows: added toll free phone #, fax # and e-mail address for facility; changed "Mail Address" to "Corporate Mailing Address"; and corrected bug that was showing HM header on CTFR only report
- Rating explanation report Date printed in header now reflects the review date, rather than the date printed.
- Assignments from SAFETYNET 2000 Prior reviews are now properly displayed.
- **Spell checking** The confirmation message that appears when adding new words to the dictionary has been removed.
- Automatic packing The automatic packing feature which is run each time CAPRI starts can be disabled by the Technical Support Hotline. The Hotline may need to disable this feature when assisting users and they can now do so by adding a command line parameter.

Appendix D

UFA Version 2.2 New Features & Changes

The following is a list of significant enhancements and changes made to version 2.2 of the Uniform Fine Assessment (UFA) software.

- CaseRite UFA report UFA was modified to provide the CaseRite software with the ability to print the UFA report.
- **Violations updated** –The standard violations in UFA were updated to keep them in sync with the new versions of CAPRI and CaseRite.
- **Sample tables updated** The sampling tables have been updated. These tables are used in UFA to normalize the number of violations discovered. DVIR violations will no longer be normalized.

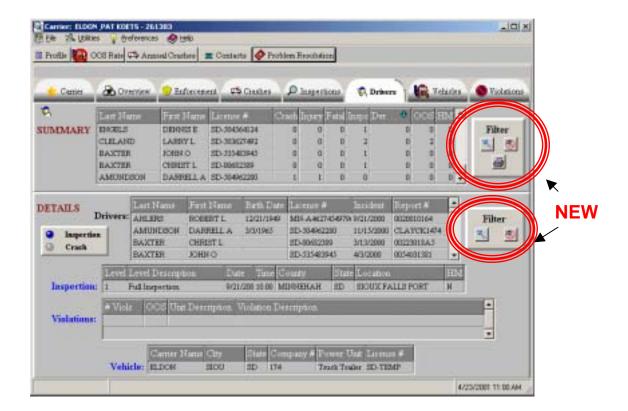
Appendix E

ProVu v2.0 New Features & Changes

The following is a list of significant enhancements and changes made to the ProVu Motor Carrier profile viewer, version 2.0.

- Sorting / Filtering driver data The data on the driver tab can now be sorted and/or filtered. This feature has been on hold due to Privacy Act constraints. These constraints have been lifted. See the screen shot on page two for a view of new driver tab. The buttons for toggling the driver filters on and off are highlighted.
- ProVu configuration After installing ProVu, the Profile Location may need to be modified if profiles are imported from CAPRI. The profile default location for ProVu is "C:\FsgApps\ProVu\Profiles". If you plan to import profiles from CAPRI, the location should be changed to "C:\CAPRI\Profiles". The location for the profiles can be set using the main menu option PREFERENCES | PROFILES LOCATION.
- **Driver Report** —A new printable driver report is available from the driver tab. To print the report, click the printer button located to the right of the summary grid. The report will summarize the driver data based on the displayed in the summary grid. If the summary grid has been filtered or sorted, the report will print the data based on the same filter and/or sort. Example If the grid has been filtered to only show drivers with Driver OOS violations, the report will print only drivers with Driver OOS violations. See the screen shot on page two for a view of the new driver tab. The button for printing the report is highlighted along with the filter buttons.
- OOS rate calculation updated The OOS rate calculation has been modified to only count <u>Vehicle</u> OOS inspections. The OOS rate was also changed to base the calculation on the number of power units instead of the number of drivers.
- Printing selected portion of profile text report When displaying the original profile report onscreen, users can now highlight portions of the report and print only those portions.

• File names for imported profiles – The import module was modified in conjunction with CAPRI to use the same file naming convention and to accept profiles downloaded from the website www.SaferSys.org.



Appendix F

CDLIS ACCESS Version 3.0 Release Notes

The CDLIS Access software has been completely rebuilt from the ground up for version 3.0. Although it is "all new", the basic functionality and screen layout remains the same. The following is a list of significant notes, enhancements, and changes made for this release.

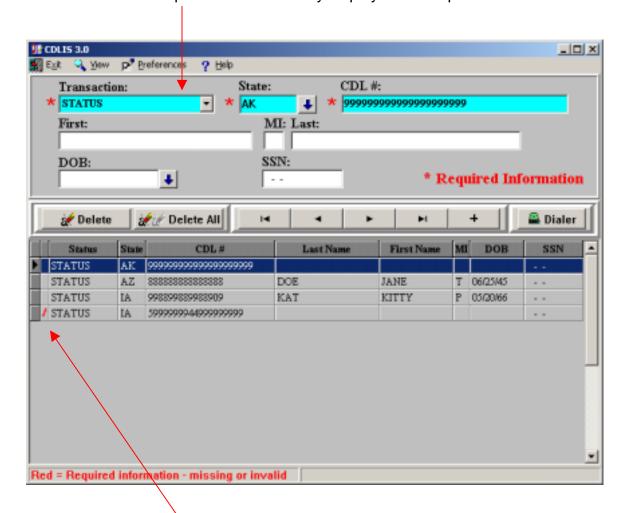
- **32bit application** CDLIS 3.0 has been developed as a MS Windows 32bit application. This software is optimized for Windows 2000, however it will run under Windows 95, 98, and NT. With this release, all Field Systems software will be based on Windows 32bit operating systems.
- CAPRI configuration The CAPRI software will need to be manually updated to include the new location for CDLIS Access 3.0. Users who plan to use CDLIS in conjunction with CAPRI should update the CDLIS location using the CAPRI main menu options SYSTEM | PREFERENCES | CONFIGURE CDLIS. This release of CDLIS Access 3.0 will be installed in "C:\FsgApps\CDLIS". The following screenshot shows the CDLIS Configuration screen in CAPRI.

Path: C:\FSGApps\CDLIS\cdlis.exe Default Transaction Type: F History Status

CHANGE PATH HERE (in CAPRI)

• Operation remains the same –The operation of the software remains basically unchanged. The screens have been updated, but anyone familiar with CDLIS Access version 2.0 should feel comfortable with this release. The format of responses remains unchanged.

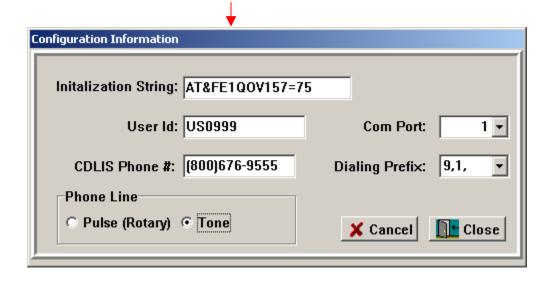
- Online help The online help is extensive and up-to-date. Any questions about the operation of CDLIS Access 3.0 should be answered in the online help. The help text was evaluated to ensure users, without knowledge of the previous software, would be able to use version 3.0 without additional resources.
- Required fields All driver identification fields are now displayed. Fields required by the selected State are highlighted in blue and marked with an asterisk. The previous version only displayed the required fields.



- Incomplete driver entries Entries into the driver list that are missing required fields will have a red checkmark next to them. All required fields must be completed before dialing into CDLIS.
- Configuration settings Configuration settings are now located under the main menu option PREFERENCES | USER SETTINGS. The PREFERENCES menu option also contains an option for setting the default transaction type (History or Status).

- o The <u>Initialization String</u> is preset during the installation. If changes are necessary your modem user guide will provide appropriate string values.
- Select the User ID field and enter in the assigned to you by the State or Regional Coordinator.
- o The CDLIS Phone Number is preset during the installation. The current telephone number to access CDLIS is (800) 676-9555.
- The Com Port is selected using the drop-down arrow. The Com Port is the physical communications port address the modem is accessing. The default Com Port is 2. You can verify that this is the port your computer's modem is connected to by going to Windows Start menu and selecting Settings/Control Panel. In the Control Panel select Modems (this applies to NT/95/98). In Windows 95/98, when the Modems form is displayed, you will need to click on the Properties button to view the port number. In Windows 2000, from the Control Panel select Phone and Modem Options. Then click on the Modem tab on the form that is displayed. The port will be displayed (Ex. COM2, which refers to port 2). If a port other than COM2 is listed, then the Com Port should be changed in the User Settings to reflect the new value.
- Select the appropriate using drop-down button to access an outside telephone line.
- Select Tone if your telephone uses a tone signal (push buttons) for dialing.
 Select Pulse (Rotary) if your telephone uses pulse dialing.

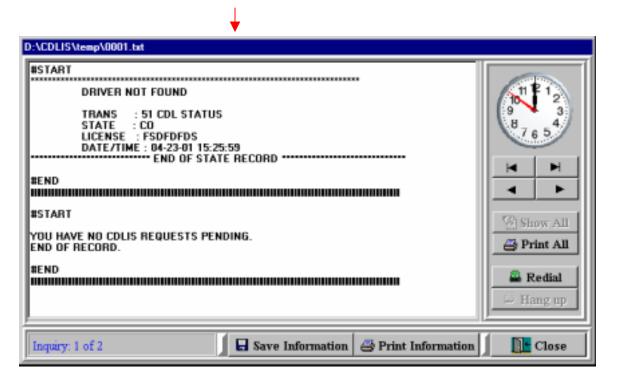
CDLIS ACCESS USER SETTINGS SCREEN



Responses

- Can be viewed and/or printed as a single response per file, or with all responses in one contiguous file.
- Can be saved using the SAVE button. The save feature will format the file in the same manner as the response is displayed onscreen. If the responses are all listed contiguously, the saved file will contain all responses. If a single response is being viewed, only that response will be saved.
- o Can be formatted for better printing using the Print All button.

CDLIS ACCESS RESPONSE SCREEN



- Elapsed response time Total response time is tracked with an analog clock in the upper right corner of the response screen. This indicates total elapsed time from dialing to receipt of final response.
- CAPRI/ASPEN compatibility CDLIS Access 3.0 is fully compatible and operates in conjunction with CAPRI 4.3 and ASPEN 2.0 or later. The CDLIS Access software can also be used on it's own as a stand-alone application. These features remain unchanged from the previous version.

Appendix G

Other Software New Features & Changes

Blizzard v2.1

- Corrected the installation process to properly install in a Windows 2000 environment without disabling the glide pad mouse drivers.
- Corrected the installation process to allow non-administrative right users to execute and use Blizzard.
- Updated the transfer.dll file to increase SAFER communication reliability while also fixing a memory leak.
- Instructions for configuring Blizzard get installed with this update and can be found on your system at C:\FSGApps\blizz32\docs\blizConfig.pdf.

Adobe Acrobat 5.0 Reader (Copy write: Adobe Systems Inc)

- Read PDF (Portable Document Files) created in Adobe Acrobat versions 3, 4 or the 5.0. Future documents coming from FMCSA Information Systems will be in PDF version 5.0.
- Achieve Section 508 Compliance by allowing documents to be accessed by disabled persons using a specialized text reader.
- NOTE: Use of other, more advanced functions of Adobe Acrobat requires procurement of the full Acrobat product. That application would enable:
 - Converting any document to a searchable Adobe PDF file.
 - Adding comments with electronic sticky notes, highlights, etc.
 - Adding e-signatures
 - Extracting information from PDF files into Rich Text files which can be edited in a Word Processor.
 - Extracting images contained in PDF files
 - Creating interactive forms.

None of these additional features are contained on the free reader.

Appendix H

Configuring ASPEN v1.5x to communicate with the new SAFER System Server

<u>Synopsis</u>: The SAFER System is phasing out their old server that utilized Microsoft NT Mail and has added a new server that uses a more robust Microsoft Exchange Mail program. This document explains the steps necessary to modify ASPEN v1.5x to communicate with this new SAFER server. NOTE: All next generation roadside technology programs (ASPEN v2, ISS v2, Blizzard v2, and PIQ v2) were designed to communicate with the new server so it is not necessary adjust to these new programs.

<u>Background:</u> The original SAFER System was designed to use Microsoft NT Mail for processing incoming and outgoing mail messages (queries & inspections). This server began processing inspections and queries sometime in late 1998. Eventually, it became apparent that the amount of mail processing was increasing and that migrating toward Microsoft Exchange would improve the system. This migration has recently been accomplished so that the new programs (SAFETYNET 2000, ASPEN v2, ISS v2, etc.) are communicating with the new server. However, the older roadside programs can be "tweaked" to operate with the new server. This "tweak" will make the necessary communication modifications so that the older roadside programs can use the new "mail03.safersys.org" server

<u>Adjustment Steps</u>: Thankfully, the older (v1.5x) roadside technology software suite utilized a "shared" program folder called SAFERGlu, so this is the only program that needs to be adjusted. The steps to make the adjustments are as follows:

- 1) Using your Windows "find file" function, locate the following file: "S16config.exe" (Normally this file can be found in: c:\fsgshare\saferglu\)
- 2) Execute this file by double-clicking.
- 3) Change the first path (Server In-Box) to: safersys.org (should be default, but verify it).
- 4) Click the "Quick Copy" button located under the file paths.
- 5) Make sure the "message retrieval" selection is "Retrieved high numbered messages first" (this is the default, but verify anyway).
- 6) Click OK.

- 7) Using your Widows "find file" function, locate the following file: "saferglu.exe" (normally this file can be found in c:\fsgshare\saferglu\).
- 8) Execute this file by double-clicking.
- 9) Select the "file" menu option.
- 10) Select "configure".
- 11) Change the "server" path to: mail03.safersys.org
- 12) Click "OK"
- 13) Click "Exit".
- 14) Reboot the machine.

Below is a diagram visually explaining the SAFER server change.

Configuring ASPEN v1.5x to work with the new SAFER server

